

~~SECRET~~  
SECURITY INFORMATION

30 April 1952

MEMORANDUM TO: BD/PA

SUBJECT: Reclassification of Position

1. It is requested that the position of Administrative Officer, GS-11, on [REDACTED] be reclassified to GS-12.

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2. The operation on [REDACTED] as originally envisaged did not include so many and varied activities as are actually being carried on at the base. The operation has been expanded, the number of employees and families for whom the Administrative Officer are responsible has increased and will continue to do so.

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3. The Administrative Officer is responsible for the supervision of communications, finance, personnel, and the general services offices. He exercises administrative supervision over

25X1A

[REDACTED]

5. In view of the responsibilities involved, it is urgently requested that this position be reclassified to a GS-12. We are submitting a personnel action with complete job description recommending promotion of the incumbent of this position to the GS-12 level.

[REDACTED]  
Chief, FE

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APPROVED  
CLASS. & WAGE DIVISION

PAS 6/12/52

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